



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number
INSTRUCTION	April 23, 1999	NETC 6000.5

Policy and Procedures for Admissions

1. Introduction. The instruction has been designed to assist employees of the U.S. Fire Administration (USFA) and the Preparedness, Training, and Exercise Directorate (PTED) with their responsibilities for providing admission and registration support to the National Fire Academy (NFA) and the Emergency Management Institute (EMI).

2. Applicability. The provisions in this instruction are applicable to all Federal Emergency Management Agency (FEMA) employees at the National Emergency Training Center (NETC).

References throughout the instruction to E&TSB refer to the Educational and Technology Services Branch, Management Operations and Student Support Division.

3. Supersession: This instruction supersedes NETC Instruction 6000.5, Policy and Procedures for Admissions, dated September 18, 1997.

4. References.

a. Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as further amended by the Superfund Amendments and Reauthorization Act of 1986, PL 99-499

b. Federal Fire Prevention and Control Act of 1974, as amended, PL 93-498

c. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288

d. Federal Civil Defense Act of 1950, as amended, PL 81-920

5. Operational Policies and Procedures.

a. General Admissions Operational Policies. The following admissions operational policies will apply to the educational programs conducted by NFA and EMI:

(1) Applications must be filed at least 90 days prior to the start of the course or within the application filing periods specified in the course catalogs. Applications cannot be transferred from one application period, i.e., semester or fiscal year to another, unless specific guidance is issued by E&TSB.

(2) Applications must be fully and accurately completed and signed by the individual applicant. Applications with missing information or lacking the individual's signature will not be accepted. Applications returned must be resubmitted within filing period in 5.a.(1).

(3) All applications must be signed and approved by the head (or designee) of the sponsoring organization, i.e., Chief, Director, or Administrator of Department; State Fire Service Training Director; or State Fire Marshal, or others designated in paragraphs 5.b. (NFA admission operational policies) and 5.c. (EMI admission operational policies) of this instruction.

(4) E&TSB personnel will process applications. Applications shall be reviewed against the student selection criteria published in the respective course catalog. Applicants who meet all selection criteria will be considered for acceptance. When there are not enough qualified applicants for a particular course, applications that are considered borderline shall be referred to the appropriate official for a decision.

(5) E&TSB shall notify all applicants of the disposition of their applications at least 60 days prior to the start of the course. Students in courses requiring pre-class work will be sent acceptance packages first. Letters will be sent to all NFA applicants denied admission no sooner than 7 days after acceptance letters are mailed. No changes to course titles, dates, or locations can be made after this time.

(6) NFA or EMI shall determine the capacity of each class. E&TSB personnel shall fill classes to that predetermined capacity plus the designated overbooking number established by the respective superintendent or designee. The respective superintendent may authorize two additional seats per class.

(7) E&TSB shall maintain a waiting list of qualified applicants for all courses. When a vacancy in a class is created by cancellation of a scheduled student, E&TSB shall fill the vacancy with another applicant from that waiting list or by another qualified approved member of the same organization. E&TSB will notify applicants by mail or phone (if within 3 weeks of the course start date) when their names have been moved from the waiting list to the accepted list. Selection of replacement students from the waiting list may be guided by anticipated stipend costs.

(8) When there is an insufficient number of qualified applicants to fill a class to 75% of capacity, E&TSB shall notify the respective superintendent or designee in writing as soon as all applications have been processed, but not later than 80 days prior to the scheduled class start date. The respective superintendent or designee will decide if the class will be canceled or if recruitment will be initiated. If recruitment is chosen, it is the responsibility of the NFA program chair or EMI course manager to issue recruitment notices and provide copies of recruitment notices to E&TSB. Applications received in response to recruitment notices are not subject to the established application deadlines. However, applicants must meet qualifying criteria. NFA program chairs and EMI course managers reserve the right to consider work experience in lieu of or in addition to formal credentials.

(9) All exceptions or justifications relating to these operational policies shall be made in writing (electronically or hardcopy) by the respective superintendent or designee to E&TSB.

b. NFA Admissions Operational Policies:

(1) E&TSB personnel shall select and schedule, using a computer-generated random selection process, qualified NFA applicants for classes, ensuring as broad a geographic distribution among students over the courses of the semester as possible.

(2) NFA will provide a prioritized list of courses that require pre-course work to E&TSB. NFA will inform E&TSB in writing of the deadline(s) for accepting students from the waiting list into courses with pre-course assignments. If a student is accepted into a class less than 3 weeks prior to

the course start date, the acceptance package will be sent electronically to the student.

(3) NFA students are limited to one stipend reimbursement per fiscal year for resident offerings. If a student attends more than one resident offering in a fiscal year, only one of the trips is reimbursable under the student stipend program, except for participation in pilot programs, train-the-trainer, contract instructor trainee program, or instructor in-service offerings.

(4) Volunteer Incentive Program (VIP) Courses.

(a) Enrollment in VIP classes is limited to members of the volunteer fire service and emergency medical services and the paid chief of a volunteer department.

(b) Applications for VIP classes must be submitted through and endorsed by the State Fire Training Director. Applications lacking this endorsement shall not be accepted.

(c) Applications for VIP classes are not subject to the semester application period as with other on-campus NFA courses. The application must be filed 90 days prior to the course start date.

(d) Each State has an allocation of one seat in VIP course offerings up to 90 days prior to class start. After this time, any unfilled allocations shall be filled from a waiting list. Applications received after the 90-day deadline shall be considered as waiting list applications.

(e) The State Fire Training Director may specify primary and alternate applicants for each VIP class. Alternate applicants shall be placed on a waiting list and notified 60 days before class start if selected for attendance.

(f) In cases where the State Fire Training Director does not specify a primary applicant, qualified applicants shall be scheduled on a first-come, first-served basis.

(5) Executive Fire Officer Program (EFOP).

(a) Applicants for admission into the EFOP will be reviewed on an individual basis. The application period for the EFOP is the full fiscal year, with a cutoff date of June 30 for each fiscal year. Applications postmarked after that date will be considered for the next fiscal year. Individual applications that are received without all required paperwork as listed below will be returned.

i. A General Admission application (FEMA Form 75-5), specifying in block 9, Executive Fire Officer Program.

ii. A letter from the applicant requesting admission into the EFOP. The letter should specify the applicant's qualifications (see eligibility section), commitment to complete the entire program including the applied research, and perceived expectation(s) of the program.

iii. A resume of the applicant, and a department organizational chart indicating applicant's position.

iv. A letter of recommendation from the applicant's immediate supervisor (Chief of Department, Mayor, City Manager, etc), indicating the organization's commitment to allow the applicant to complete the required courses and research.

v. A photocopy of the applicant's terminal academic diploma or transcript.

(b) E&TSB shall file all pending EFOP applications for NFA review.

(c) NFA shall send an essay-based EFOP application form to applicants who submit all required paperwork and who comply with the rank and degree prerequisites. NFA shall establish the deadline for return of the form.

(d) E&TSB shall forward to NFA, within 5 days after the established deadline, all EFOP applications for which essay-based applications have been returned. EFOP applicants who do not return the essay-based EFOP application shall be notified by NFA that their application was denied because their paperwork was incomplete.

(e) NFA shall make all selections for the EFOP from the applications forwarded by E&TSB.

(f) NFA, in coordination with E&TSB, shall make the initial notification to the applicants of acceptance into the EFOP.

(g) E&TSB shall send class acceptance or rejection letters to all EFOP applicants.

(h) E&TSB shall maintain all successful EFOP applications on file. EFOP participants are scheduled for class each fiscal year without having to submit a new application form.

(i) When an EFOP participant does not complete the research project or fails to attend a scheduled class, the program chair shall notify E&TSB at least 4 weeks prior to the next course start date that the individual is to be removed from the program. E&TSB will notify the individual in writing that he/she has been removed from the program.

(j) Any EFOP participant who voluntarily withdraws or is removed from EFOP prior to a scheduled offering in which the participant is confirmed cannot participate in the offering as a non-EFOP student. If he/she desires to participate in the offering as a non-EFOP student, he/she must reapply for the offering during the next scheduled application period.

(k) For the "Executive Development" and "Executive Leadership" courses, no substitutions or additions shall be made to a class offering within 6 weeks of the class start date, unless permission is given by the program chair and/or designee. This applies to both EFOP and non-EFOP participants. Such a provision is necessary because of pre-course mailings/tasks.

(6) Contract Instructor Trainee Program. This is a special NFA program developed to increase the number of qualified contractors to provide instructional services under contract.

(a) The NFA superintendent shall issue a letter of invitation to participate in the Program. This letter shall specify the course to be attended and the length of the assignment.

(b) The individual must submit a FEMA Form 75-5 with a copy of his/her letter of invitation to E&TSB. These applications are not subject to the twice-yearly open enrollment policy and will be placed in the courses as overbooking.

(c) Contract Instructor Trainee attendees are considered students and will receive stipends and certificates upon successful completion of the program.

(d) Contract instructor trainee attendees will not be restricted from participation in other offerings, nor will their attendance be considered in the "one trip per fiscal year" stipend reimbursement policy.

(e) With the concurrence of the course program chair, contract instructor trainees who only attend specific portions of a course and do not complete the entire course will not receive a course certificate. The Superintendent or designee shall notify E&TSB in writing regarding course certificate and stipend reimbursement.

(7) State Weekend Program.

(a) E&TSB coordinates with interested States in determining dates, course titles, and local transportation needs for each State weekend.

(b) States may choose up to 8 course selections for a weekend with a maximum of 30 students in each course. Maximum total student enrollment for a weekend is 240 students. States have the option, provided that housing and classroom space is available, of adding more courses, however, the State will be responsible for the instructor, student manuals/materials, and audiovisual materials. NFA will provide housing and classrooms.

(c) The NFA Superintendent may cancel a State weekend when the proper paperwork is not received in accordance with guidance provided, i.e., no less than 15 working days before the scheduled weekend.

(d) The following support is provided by NFA for the State Weekend Program:

- i. Issue course call to States.
- ii. Coordinate classroom assignments.
- iii. Submit work orders for classroom set up.
- iv. Procure instructors and request housing, if needed.

(e) Enrollment in each State Weekend is limited to those applicants approved by the coordinator for the State. Individuals from other States who are members of fire departments providing mutual aid and located in bordering States, FEMA staff, and NFA/EMI students, who wish to attend a State weekend, must submit their application to the State weekend program manager, who will request host State approval.

(8) Direct Delivery Outreach Program.

(a) NFA will provide applications or computer disks to E&TSB no more than 30 days after course start date. NFA is responsible for the accuracy and completeness of the information submitted.

(b) E&TSB will enter all direct delivery classes into the student database upon receipt of applications or computer disks from NFA.

- i. Disks will be checked by NFA for viruses and information provided.
- ii. After information has been downloaded into the admissions system by E&TSB, the data will be erased and disks will be returned to NFA to recycle.

(9) Regional Delivery Courses.

(a) E&TSB will process applications and stipends in the same manner as resident courses held on-site.

i. Accept applications no later than 2 weeks prior to course start date.

ii. Prepare certificates for individuals enrolled in the class and send them to the designated NFA on-site coordinator by noon on first Wednesday of course start date.

(b) NFA shall:

i. Ensure that stipend forms are collected by the instructor, that all the information is complete, and that the form package is received in E&TSB within 30 days after course start date.

ii. Ensure that E&TSB is notified in writing of students who do not complete course requirements or fail examinations.

iii. Ensure prompt mailing of certificates to the state host (or instructor) for distribution to the students.

(10) Non-Regional Delivery Off-Site Courses.

(a) E&TSB will provide the following logistical support for non-regional delivery courses held off-site.

i. Enter all student information into the student data based upon receipt of applications or disks from NFA.

ii. Prepare certificates for individuals successfully completing the class and send to the designated NFA on-site coordinator.

(b) NFA shall:

i. Provide E&TSB the applications of all individuals attending the class or disks with application information on it within 30 days after course start date ensuring required information is included.

ii. Clearly mark applications of those students who did not successfully complete the class.

iii. Check disks for viruses and provide information.

iv. Recycle disks after the information has been downloaded into the admissions system by E&TSB, the data has been erased, and the disks have been returned to NFA.

v. Ensure prompt mailing of certificates to individuals or to the state.

c. EMI Admissions Operational Policies.

(1) Applications to attend EMI must be approved by the State Emergency Management Director's office and the FEMA Regional Training Manager. Applications for "By Invitation Only" offerings are exempt.

(a) Applicants from other Federal agencies are exempt from State approval but must have FEMA Regional approval.

(b) FEMA Headquarters, Regions, and NETC/MWEAC applicants must have their immediate supervisor's approval.

(c) Applications for S301, Radiological Emergency Response. Operations must also be approved by either the chairperson of the appropriate regional Radiological Assistance Committee or the Chief of the Preparedness, Training, and Exercises Branch of the pertinent FEMA regional office.

(2) E&TSB personnel shall schedule, except as noted below, qualified EMI applicants for classes on a first-come, first-served basis. Students, except FEMA employees in official status and State and local emergency management employees, are limited to three courses per fiscal year and are limited to taking the same course only once.

(a) Integrated Emergency Management Course (IEMC) applicants are accepted according to the regional position allocations. Sixty days prior to the course start date, E&TSB will provide a listing of positions which remain unfilled to the FEMA Regional Training Manager. Any allocations that are not filled 45 days before a course starts revert to EMI. Applicants contacted directly by EMI to fill vacancies for IEMC courses within the 45-day period are exempt from State/Regional approval.

(b) Federal and Federal-contract applicants will be given priority in admission to the Radiological Emergency Preparedness (REP) Exercise Evaluation Course (E304). Twenty-five of the 36 seats will be reserved for Federal and Federal-contract applicants. Federal allocations not filled 45 days prior to the start of the course shall be filled using applications on the waiting list.

d. Attendance Operational Policies.

(1) Students selected to attend courses are expected to attend as scheduled.

(2) If a student is unable to attend a course, he/she must notify E&TSB in writing (letter/fax/email) at least 30 days before the course start date, except in cases of emergency cancellation. All students who notify E&TSB in writing by letter, fax, or email shall maintain a copy of their written notice for verification.

(a) A student who cancels in writing (letter/fax/email) more than 30 days before the course start date may reapply during the next semester or fiscal year. The student will not be rescheduled.

(b) A student who cancels within 30 days of the course start date will be restricted from attendance at courses in both EMI and NFA for a period of 24 months. To remove the restriction, the student or supervisor must send to E&TSB, within 30 days following the course start date, a letter from the student's supervisor explaining the cancellation. If the restriction is lifted, the student may reapply the following application period, i.e., fiscal year or semester.

(c) A student who does not cancel attendance in writing will be denied admission for the next 24 months.

(3) Students who do not notify E&TSB in writing and do not attend a course will be denied admission for the next 24 months. The following are acceptable reasons for cancellation. In all cases, an appeal will not be accepted if the student's supervisor fails to write the letter explaining the reason for the cancellation.

- (a) Department suffer severe financial/personnel cutbacks
- (b) Personal injury/illness
- (c) Retirement
- (d) Family emergency (generally stated, but examined on a case-by-case basis)
- (e) Disaster duty

(4) Requests for transfer from one course date to another will be granted only when space is available.

(5) Substitutions:

(a) NFA - Some classes do not allow substitutions. When allowed, substitutions from within an organization will be accepted only if E&TSB cannot fill the vacancy from the waiting list up to 4 weeks prior to course start date. After that time, E&TSB may accept qualified substitutions from an organization provided the stipend costs are within established guidelines. No substitutions can be made without sufficient time to allow for the completion of any pre-course assignment, as determined by the course program chair.

(b) EMI - If an individual or his/her organization must cancel from a scheduled course, the organization may request that a substitution of an equally qualified person be made. This request must be made in writing at the same time as the cancellation and must be accompanied by a completed FEMA Form 75-5 for the substitute. All requests for substitutions must be made through the State Emergency Management Office and the appropriate FEMA Regional Office.

(c) Substitutions for "By Invitation Only" courses must be approved by the appropriate FEMA program office.

(6) Students are expected to attend all class sessions. The program chair/course manager for a particular class may waive this policy in order to accommodate students with extraordinary circumstances as long as students complete all course requirements. The respective superintendent or designee will determine if there will be any penalty assessed against the student for failure to attend all class sessions, and will notify E&TSB of the penalty, in writing.

(7) Occasionally students will depart campus before completion of the class due to an emergency. When this occurs, NFA and EMI must notify E&TSB within 1 workday by phone or email. However, when a student departs campus at an unusual hour, the Student Services Office may be the only office aware of the departure. The Student Services Office must notify E&TSB the next regular business day; E&TSB will notify NFA and EMI of the departure.

(a) In either case, the school must notify E&TSB in writing or email within 10 days after the early departure indicating student's name, course attended, date and time of departure, reason for departure, certificate issued (yes/no), decision to reschedule (yes/no), priority placement of next semester (yes/no) and decision to pay the stipend or a second stipend if returning the same fiscal year to complete the same course. The decision to pay a second stipend must be in writing from the respective superintendent since he/she is the only one allowed to waive the one stipend per course/fiscal year restriction. If a certificate has already been prepared and sent to NFA/EMI, it will be returned to E&TSB with the written notification.

(b) E&TSB will mail certificates to students who eventually complete the course requirements.

(8) NFA and EMI must notify E&TSB in writing when a student attends all class sessions but fails to successfully complete the class. The memorandum must state whether the student record should indicate "incomplete" or "fail." The respective superintendent or designee will determine if there will be any penalty assessed against the student for failure to successfully complete the class, and will notify E&TSB of that penalty, in writing.

e. Course Certificates.

(1) Students who attend courses receive certificates of completion,

attendance, or training at the end of each course. In order to ensure that certificates are properly issued in a timely manner, the following procedures apply:

(a) Students must complete on-campus registration prior to attending the first class session.

(b) Students must initial class roster at the first class session.

(c) Corrected rosters must be returned to E&TSB by COB of the first day of class for classes less than 2 weeks in length, and by noon on the second day of class for 2-week classes.

(d) Certificates will be issued only to students who have completed their registration, met attendance requirements, and are on the final roster.

(e) Certificates will be delivered to the designated NFA or EMI office by noon of the day before course end date. Students attending a class which requires a post-course project will be mailed a certificate by E&TSB following written notification of successful completion by NFA/EMI.

(f) It is the responsibility of the program chair/course manager to notify E&TSB of any students who should not receive a certificate. This notification should be in the form of a memorandum or by ccmail to E&TSB explaining why the certificate was not awarded. This becomes a part of the student's official record.

(2) For courses that require student completion of a post-course assignment in order to issue a certificate, the following procedures apply:

(a) E&TSB shall maintain all records for the class in the student database as "incomplete" until written notification is received from the appropriate school.

(b) The school shall determine the timeframe for completion of post-course projects. Written notification of completion shall be sent to E&TSB at the end of this period.

(c) E&TSB shall send certificates to students successfully completing post-course projects.

(d) Information on students who do not complete post-course projects shall be maintained in the student database as "incomplete" until receipt of the program chair's notification of conversion to "failure."

(3) FEMA staff who attend an entire course, but do not complete an application form, will not receive a certificate unless a completed application is sent to E&TSB with a cover memorandum from the respective superintendent or designee indicating that the individual attended all sessions and should be added to the class roster, and issued a certificate. Upon receipt of that memorandum, E&TSB shall issue the certificate.

(4) A replacement certificate may be requested by a graduate to replace one that has been lost or destroyed. The request must be in writing.

(5) The course title which will be placed on the certificates will be taken from the NFA and EMI course catalogs. If there are any changes in the wording of the titles as they are to appear on the certificate, E&TSB must be notified in writing by the program chair or course manager 60 days before the course start date. Late changes will not be made.

f. Transcripts.

(1) Many NFA and EMI courses are recommended for college credit by the American Council on Education. E&TSB will provide transcripts for all courses attended, whether or not the courses are recommended for college credit.

(2) The categories of courses listed below are those for which E&TSB is the official record keeper. These are the only categories which will be recorded on a transcript:

(a) EMI - All on-campus and off-campus resident courses which have E-EMI at NETC, K-EMI Internet, L-EMI Regional Deliveries, S-EMI at MWEAC course codes. The Z code is also being used to identify non-NETC or MWEAC NEMIS course offerings.

(b) NFA - All on-campus resident and special courses which have C-College Deliveries, F-NFA Field/Direct Delivery, H-Local Training System, I-In-service/Instructor Trainee, M-NFA Resident at MWEAC, N-NFA Regional Delivery, O-State Training System (formerly off-campus resident), P-Pilot, Q-NFA Independent Self-Study, R-NFA Resident, T-NFA Train-the-Trainer, U-NFA Internet, W-NFA State Weekend Program course codes.

(3) Students must request a transcript in writing or email. This may be by letter, facsimile, or by signing an information release form from another organization.

(4) Transcript requests will be processed by E&TSB within 30 days of receipt.

(5) Transcripts cannot be provided for courses which are not part of the student database.

g. Course Cancellations. There will be occasions when NFA or EMI must cancel a course. When this is done, the following procedures apply:

(1) The cancellation must be made in writing by the appropriate superintendent or designee to E&TSB at least 60 days prior to the start date for NFA classes and 30 days for EMI classes.

(2) E&TSB will notify all accepted students of the cancellation.

(3) Students will be notified that the class has been canceled, and if they need to reapply for another offering during the next fiscal year. If space is available, they will be automatically rescheduled during the same fiscal year. If a student cannot be rescheduled and has already purchased an airline ticket, the student can file for reimbursement.

(4) If a State Weekend is to be canceled, it is the responsibility of E&TSB to notify the State Coordinator, who must notify all students registered for the State Weekend.

h. Unique, Unscheduled, or Pilot Course Offerings. Each year EMI and NFA offer a number of unique courses or conferences as well as focus groups and pilot offerings of new or revised courses. These are generally in support of a FEMA program office or special needs to evaluate course materials. For each of these offerings, the following procedures will apply for both EMI and NFA:

(1) If the activity is not already on the campus master schedule, check to determine if classroom space is available.

(2) Check with E&TSB to determine if dormitory space is available.

(3) If dormitory space is available or if the special activity was included on the campus master schedule, the superintendent or designee must specify in writing or by email the number of participants and what support is required: application screening, certificates, airport ground transportation, stipend reimbursement, etc. The memorandum or email message must be received by E&TSB no later than 60 days before an NFA activity is to begin or 30 days before a EMI activity.

(a) If application screening is required, the selection criteria and any prerequisites must be included in the memorandum.

(b) If the activity is by invitation only, the list of invitees must be provided to E&TSB 6 weeks prior to the activity. Applicants who are not on the invitation list will not be accepted.

(c) If airport ground transportation is requested, it should adhere to the published schedules. If special transportation is necessary, the course manager/program chair should submit a request for special transportation to E&TSB.

(4) EMI or NFA is responsible for all recruitment and announcements for these unique activities or pilot offerings. Recruiting and announcements must be accomplished in a timeframe to ensure that all application forms are received in E&TSB no later than 60 days before start of activity. If the designated number of applications is not received, E&TSB will notify the appropriate course manager or program chair, and the activity may be canceled by the respective superintendent or designee. The cancellation notice must be received by E&TSB no later than 45 days before the activity start date, in order to allow time for E&TSB to notify activity participants.

(5) Course offerings which are pilots should be identified as such. Participants in NFA pilot offerings will not be restricted from participation in other offerings, nor will their attendance be considered in the "one trip per fiscal year" stipend reimbursement policy.

i. Foreign Students.

(1) It is the policy of FEMA to provide training to as many Federal, State, and local officials as possible. Foreign participation will be limited in each course. Students from foreign countries can contribute to the learning process and contribute to the shared professional experiences of all students at NETC. However, because most EMI resident courses expect students to have full knowledge and experience in the U.S. governmental and political system and are based on U.S.-specific legislation, regulations, and systems, most EMI courses are not appropriate for foreign students. Foreign students must be proficient in reading, writing, and speaking English to be accepted.

(2) A foreign student is anyone who is NOT a U.S. citizen, whether the student possesses a Social Security Number, or is representing a U.S. organization at the time of application. Applications from foreign students may be received at any time. FEMA employees who receive applications directly from foreign students shall forward the applications to E&TSB for action.

(3) Upon receipt of the application, E&TSB shall review it to establish if the applicant is qualified for the course(s) in question. In order for an applicant to qualify for an EMI course, the following conditions must be met:

(a) The application must come from and be endorsed by an appropriate component of the national government of the applicant's home nation. Applications are generally routed through the appropriate embassy.

(b) The applicant must be a government employee with official emergency management responsibilities pertinent to the course that he/she is

requesting to attend. The official endorsement must describe the responsibilities, their relationship to the course requested, and a compelling need to attend EMI to receive the required training.

(c) For applications from nations where English is not the official language, the government endorsement MUST certify that the applicant is proficient in reading, writing and speaking English.

(4) Once the application is reviewed and the applicant is determined to be qualified to attend the course(s), E&TSB shall concurrently send a cover memo with the application to the appropriate superintendent to review and send a email message to the Security Division, Operations Support Directorate (OS-SY) with appropriate information listed in order for them to conduct an FBI check on the applicant.

(5) If either OS-SY or the respective superintendent non-concurs, E&TSB shall notify the applicant in writing that attendance cannot be accommodated.

(6) If approval is granted by OS-SY and the EMI superintendent and class space is available, E&TSB shall notify the applicant in writing of acceptance.

(7) If approval is granted by OS-SY and the NFA superintendent and class space is available, E&TSB shall notify the applicant in writing of acceptance based upon the following distribution:

(a) Not more than one foreign student per offering.

(b) Not more than two enrollments per student per fiscal year. These enrollments should be in consecutive courses.

(8) Foreign EFOP students are exempt from the limitations imposed by this policy and must follow EFOP application procedures.

j. Government Furloughs/Shutdowns. The following will apply to both NFA and EMI:

(1) Furlough/shutdown while students are on campus. If a government furlough takes place while students are on campus, the admissions office will be notified by the Assistant Administrator, Management Operations and Student Support (MOSS). E&TSB will ensure the timely departure of students by coordinating:

(a) Transportation to airports

(b) Meal ticket return

(c) Check out of dorm rooms and return of room keys

(d) Departure at designated time by NETC transportation or privately owned vehicle.

(2) Furlough/shutdown while students are not on campus. E&TSB will conduct the following shutdown procedures:

(a) Coordinate letter to students with U.S. Fire Administrator and Superintendent, EMI, notifying them to cancel travel plans.

(b) Contact (home and then organization phone numbers) affected students, noting on class rosters what date/time call was made and if message was left with the student or on voice mail, machine, or with another person. Calls will be followed up with letters (if foreign students are affected, fax information).

(c) If a State Weekend Program is scheduled, contact State Coordinator that the weekend has been canceled.

(3) Start-up activities. Once the furlough/shutdown is over, E&TSB will:

(a) Coordinate with EMI/NFA/MOSS on when/what courses will resume. The superintendents of EMI and NFA will provide written guidance on how they wish to handle students who were sent home or those who were informed not to come to NETC.

(b) Contact affected students as to whether they wish to reschedule their class or cancel, using the same process as 5.j.(2)(b).

(c) Contact affected students as to whether scheduled classes will/will not resume on (designated date), using the same process as b.(2)(b). (If foreign students are affected, fax information.)

(d) Coordinate with State Weekend Program Manager on rescheduling canceled state weekends.

(e) Arrange bus transportation for incoming classes for (designated date).

(f) Coordinate resuming food service for (designated date). Coordinate with food service contractor any refund/credit to students for those who were sent home or instructed not to come to NETC.

(g) Review all claims for reimbursement for students affected by the shutdown. If students were in a travel status, those claims will be paid under an amendment form; if students were not in travel status, claims for reimbursement will be sent to the Office of General Counsel for approval.

k. Exceptions and Waivers. Any exceptions and waivers to these policies shall be issued to E&TSB in writing or by ccmail by the respective Superintendent or designee.

1. Reporting Requirements.

(1) E&TSB is responsible for providing quarterly and annual reports as described in NETC Instruction 1500.2. These reports will be provided within 30 days after the end of the quarter and 60 days after the end of the fiscal year.

(2) Routine reports that E&TSB provides on a regular basis are:

(a) Preliminary Rosters (5 days before class begins) for resident offerings.

(b) Final Rosters - NFA (5 days after corrected rosters have been returned to E&TSB; VIP within 2 days of receipt of corrected rosters); EMI, noon on day before course end date.

(3) Non-standard reports may be requested by any office on campus. These requests must be in writing or by email to E&TSB and provide as much detail as possible on the information requested.

(4) E&TSB will review all requests for information to determine if the information is available and the length of time needed to produce the report. E&TSB will notify the requester when the information will be provided.

6. Forms Prescribed.

a. FEMA Form 75-5, General Admission Application. (Use when there is a need to determine eligibility for acceptance into the course.)

b. FEMA Form 75-5a, General Admission Application, Short Form. (Use for NFA off-campus courses, excluding regional deliveries, and EMI invitation only or FEMA Federal only courses.)

Carrye B. Brown
U.S. Fire Administrator

John McKay
Director
Training Division
Preparedness, Training and
Exercises Directorate